

A RESOLUTION TO ESTABLISH PROVISIONAL
BY-LAWS FOR THE UNIVERSITY SENATE

Be it Resolved by the University Senate of The George Washington University

Section 1. Meetings and Sessions

(a) A "regular meeting" of the Senate shall be held on the second Friday of October, November, December, January, February, March, April and May. The Executive Committee may change the date of a regular meeting in unusual circumstances. The President may call a "special meeting" upon the request of the Executive Committee or upon the petition of 25 percent of the elected members of the Senate.

(b) Meetings of the Senate shall be open for attendance and observation to all members of the Faculty Assembly, except that by a majority vote the Senate may declare an "executive session" which only elected and ex officio members may attend.

(c) The business year of the Senate shall be called a "session" and each session shall commence with the call to order of the regular meeting in May.

Section 2. Order of Business and Agenda

(a) The order of business for regular meetings of the Senate shall be as follows:

- (1) Call to order
- (2) Approval of the minutes of the previous meeting
- (3) Special business; for example, matters postponed to this meeting.
- (4) Resolutions reported out of Committees, with reports if any.
- (5) Introduction of Resolutions
- (6) General business; for example, announcements, nominations, elections, appointments, and Committee reports unaccompanied by Resolutions.
- (7) Adjournment

(b) The Executive Committee shall include in the Agenda for any meeting any matters requested by the President or by twenty-percent of the members of the Senate. Arrangement of the Senate's business upon the Agenda within the above categories shall be the duty of the Executive Committee. Matters on the Agenda may be taken up out of order by a majority vote. Matters not on the Agenda may be taken up only by a suspension of the rules of order.

(c) The Agenda for a regular meeting shall be available to members in writing in the office of the Secretary, and a copy of the Agenda addressed to each member shall be put in the University Mails, on the seventh day before the meeting day.

(d) The Agenda for a regular meeting shall be accompanied by copies of reported Resolutions scheduled for debate, including those which originate in Committees and have not theretofore been introduced, and copies of Committee Reports submitted with Resolutions.

(e) The Agenda for a special meeting shall be prepared by the Executive Committee and may be incorporated in the call for the meeting. The minutes of a special meeting shall be approved at the next regular meeting. No Resolution not on the Agenda for the special meeting shall be considered by the Senate.

Section 3. Resolutions

(a) A "Resolution" shall consist of a statement which, if adopted by the Senate, will announce the policy of the Senate with regard to some matter within its competence.

(b) A Resolution shall consist of these parts: the Title, the Preamble (if any), the Resolving Clause, and the Text. The Title shall briefly describe the content and purpose of the Resolution, which should be confined to a single topic; the Title shall commence, "A Resolution to (or for)" The Preamble, if any, shall describe the background of the Resolution. Following the Preamble, if any, and immediately preceding the Text shall appear this Resolving Clause: "Be it Resolved by the University Senate of The George Washington University." The Text may set forth more than one policy, each policy being stated in a separate numbered section.

(c) In order to "introduce" a Resolution, a member shall read its Title and move its adoption, another member shall second the motion, and the first member shall present one copy to the presiding officer and one copy to the Secretary. The presiding officer shall then read the Resolution aloud and refer it to the Chairman of the Executive Committee for assignment to an appropriate Committee. Resolutions shall be numbered by the Secretary consecutively in the order of their introduction or reported as original Resolutions from Committees; for example, "Resolution No. 66-5); and Resolutions may be referred to by number in the Minutes, in Reports, and in debate.

(d) The presiding officer shall declare a Resolution "adopted" by the Senate upon passage of its Resolving Clause and Text by a majority vote.

Section 4. Committee Action on Resolutions

(a) A Resolution introduced at a meeting shall be assigned by the Chairman of the Executive Committee to an appropriate Standing Committee or to the Special Committee created by motion for the purpose. Resolutions may also be originated by Committees without prior introduction in a Senate meeting, and such Resolutions need only be reported by the Committee to become the business of the Senate. A Resolution assigned to a Standing Committee which is neither reported during the session nor attached to a Standing Committee's Annual Report shall be listed by the Executive Committee's Annual Report as "defeated in Committee." and the Resolution must be reintroduced or originated in a Committee in order to be taken up in a subsequent session. Resolutions assigned to Special Committees shall survive from session to session without Committee action.

(b) A Resolution shall be "reported" to the Senate for its action when the Committee's chairman presents a copy of the Resolution to the Chairman of the Executive Committee for inclusion on the Agenda. A Special Report of the Committee may accompany the Resolution.

Section 5. Committee Reports

(a) Committee Reports shall be of three kinds: Annual Reports, Final Reports, and Special Reports.

(1) Each Standing Committee and the Executive Committee shall submit an "Annual Report" of activities during the session. Resolutions attached to an Annual Report shall be the business of the Committee in the next session, and with the consent of the Committee's Chairman, the Resolutions may be put upon the Agenda of any meeting in the next session.

(2) Each Special Committee shall submit a "Final Report" to the Senate at the conclusion of its activities and shall, with submission of the Final Report, move to be discharged.

(3) A "Special Report" may be submitted by any Committee at any time, either in support of its reporting a Resolution, or by way of information to the Senate on the Committee's activities.

(b) A Committee Report must be adopted by a majority of the Committee and shall be submitted over the name of the Chairman, whether he concurs in the Report or not. The Chairman and members of the Committee may submit their separate views for attachment to the Committee Report over their separate names. A Committee Report shall be "submitted" when it is delivered in writing to the Chairman of the Executive Committee. Each Committee Report more than three doublespaced typewritten pages in length shall commence with a "Summary" not more than one such page in length for distribution to the Faculty Assembly.

(c) The submitted Committee Report shall be circulated to the members of the Senate and shall be included in the minutes at the next appropriate meeting, but it shall not be read aloud unless requested by a majority vote. No Senate action regarding a Committee Report as such shall be in order, whether to receive, adopt, or accept it. The appropriate manner of securing debate and adoption of a Committee's proposals shall be to frame them as Resolutions.

Section 6. Voting

(a) Elected members of the Senate shall be the voting members, except as provided below to break a tie vote.

(b) A "majority vote" shall be one vote more than one-half of the elected members present and voting, and a "quorum" shall consist of one half of the elected members; and if "one-half" equals a fraction, the number required for a majority vote or a quorum shall be the next higher whole number.

1 (c) Voting shall ordinarily be by voice, with the presiding officer
2 calling for the Ayes and Nays and declaring the result; except that
3 any member, elected or ex officio, may call for a division of the
4 Senate.

5 (d) Voting in a division of the Senate shall ordinarily be by
6 show of hands, with the presiding officer appointing non-voting tellers
7 and announcing the Ayes and Nays. In a division of the Senate the pre-
8 siding officer may, when he announces a tie vote, vote orally to break
9 the tie vote.

10 (e) Upon the call of six elected members a roll call vote shall be
11 taken. The Secretary shall call the roll alphabetically, recording
12 beside each name "Aye," "Nay," "Not Voting," or "Absent," and the
13 presiding officer shall vote last and only if he wishes to break a
14 tie vote between the Ayes and the Nays. The presiding officer shall
15 announce all the results of a roll call vote.

16 (f) By a majority vote a secret ballot may be taken. The Secretary
17 as teller shall record the Ayes and the Nays and inform the presiding
18 officer, who shall announce them; and if there is a tie vote between
19 the Ayes and the Nays, the presiding officer, if an ex officio member,
20 may vote orally to break the tie.

21 Section 7. Debate

22 (a) The entry of a Resolution upon the Agenda as reported by a Committee
23 puts that business before the Senate for debate, and no second or other motion
24 is required. A spokesman for the position of the Committee, ordinarily
25 the Chairman, shall have the privilege of opening and closing debate on the
26 merits.

27 (b) Debate and amendments must be germane to the Resolution or other
28 motions, and rulings of the presiding officer upon calls for order of the
29 question of germaneness shall be appealable to a majority vote.

30 (c) Upon request of an elected member, and upon a majority vote if
31 demanded by any member, the privileges of the floor for a germane statement
32 not to exceed ten minutes in length may be extended to any person.

33 Section 7(a) SEE AMENDMENT IN RESOLUTION 66/11 ATTACHED. ALSO SEE RESOLUTION 66/9(Att)
Section 8. Rules of Order and Parliamentary

34 (a) Except as specifically provided to the contrary in the By-Laws,
35 the Senate shall govern itself according to Robert's Rules of Order.

36 (b) A Parliamentary shall be appointed at the first regular meeting
37 of each session by the President with the advice and consent of the Senate.
38 The Parliamentary shall not be a member of the Senate. He shall advise
39 on parliamentary procedure for meetings and shall assist in the drafting
40 of Resolutions.

41 (c) Rulings announced by the presiding officer shall govern the Senate
42 unless appealed and overruled by a majority vote. It shall be the duty of
43 the Parliamentary to frame issues of procedure as proposed amendments to
44 the By-Laws.

1 Section 9. Suspension of the Rules of Order

2 (a) If at a regular meeting a Resolution is put in the hands of all
3 the members in writing, one copy to each member, it may be taken up
4 under a suspension of the rules of order if three-fourths of the elected
5 members so vote, or upon the unanimous vote of any lesser number of
6 elected members present.

7 (b) Any matter within the competence of the Senate may be considered
8 at a special meeting provided the Agenda rules for special meetings
9 are complied with, but the rules of order shall not be suspended at
10 a special meeting.

11 Section 10. Amendments

12 Amendments to the By-Laws may be introduced and referred to the
13 Executive Committee, or they may be originated within the Executive
14 Committee at the suggestion of the Parliamentarian, and they shall
15 be treated as nearly as may be as Resolutions. Enactment shall be by
16 a majority vote. Amendments shall not be considered under a suspension
17 of the rules of order.